



NCO & Soldier of the Year Request Form

Type of Event: *Please select one*

Recognition

Speaking Engagement

Recruiting Event

Media Engagement

Other: _____

Event Title: _____

Date of Event: _____

Location of Event: _____

Time of Event: _____

Sponsoring Organization: _____

Organization Web site: _____

Organization Point of Contact: _____

E-mail: _____

Phone: _____

Fax: _____

Organization Overview:

Soldier Arrival Date/Time: _____ **Time of Event:** _____

Duration of Soldier Presentation: _____ **Soldier Departure Date/Time:** _____

Desired topic of presentation/event: *Typically Soldiers speak on their personal experience "Why I Serve" and can provide a unique perspective on themes such as leadership quality, teamwork and mentorship.*

Audio-visual equipment available: _____

Soldier Activity: *Describe here how the Soldier will be utilized at the event.*

Number of attendees: _____ **Is the event open to the public?** Yes/ No

Audience Demographic: _____

Guests: *Is the Soldier invited to bring a guest to the event? Is funding for this guest included?*

Attire: *Unless otherwise requested, Soldier will wear ACUs*

Parking: *Please outline parking requirements* _____

Deadline for confirmation: *Is there a deadline for confirming a Soldier's name and attendance? If so, when?* _____

On-site point of contact: _____ **On-site point of contact cell phone:** _____

Budget/Other: *Please provide information on any documents the Soldier will need to complete for funding purposes and any necessary POCs for coordination.*